

SECTION 01391 ADMINISTRATIVE LOGS

PART 1 - GENERAL

1.01 SUBMITTALS LOG

- A.** If any shop drawings, product data, or sample submittals are required by the Contract Documents, maintain a submittals log to record the status of submittals made to the Designer.
 - 1.** Submit three (3) copies with each application for payment.
 - 2.** Clearly identify the Project.
 - 3.** Record activities with respect to shop drawings, product data, samples, and such other submittals which are required by the Contract Documents.
 - 4.** Indicate for each submittal made to date:
 - a.** Title or name, and type of submittal.
 - b.** Date submitted to the Designer.
 - c.** Date returned by the Designer.
 - d.** General nature of the Designer's response.

1.02 VISITOR LOG

- A.** Maintain visitor log in the field office (or with the Project Superintendent when no field office is required) to record visits by all persons not a part of the Contractor's forces, materials suppliers, or subcontractors' forces.
 - 1.** Submit three (3) copies with each application for payment.
 - 2.** Clearly identify the Project.
 - 3.** Indicate:
 - a.** Visitor name and affiliation.
 - b.** Date of visit.
 - c.** Time of arrival and departure.

END OF SECTION